

## Instructions for informational letters and consent form for student work

This document contains instructions to you who are a student and will request consent forms according to the data protection regulation for your student work.

The document *Information till informanter och samtycke* contains the information and the consent form you shall hand over to the persons you want to use in your work (the informants).

### Information to students

First, read the text at [hh.se/personaldata](https://hh.se/personaldata) and follow the instructions.

If you decide that you need to use personal data in your thesis work, you need to a) inform the informants what you'd like to use their personal data for, and b) receive their consent to the processing of their personal data.

Use the document *Information till informanter och samtycke* for this.

1. You shall use the University document template, with the University logo, when you send information to, and request consent from the informants.
2. You shall state contact information to yourself and your teacher/supervisor, the name of the course, and your school. When you state the contact information, you shall use your University email address ([username@student.hh.se](mailto:username@student.hh.se)) and to your teacher ([name@hh.se](mailto:name@hh.se)).
3. In the informational text, and on the consent form, you shall replace text within [ ] with content specific for your work.
4. If you use web services or plan to share the personal data you gain access to through your work, with someone other than University faculty or students, you must specify this in the information letter. Choose the text from the template best suited for your work.